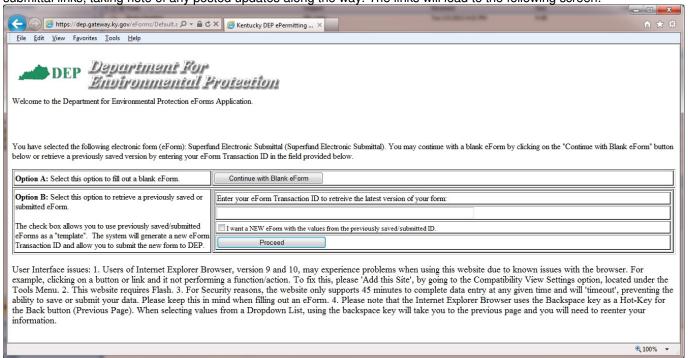
Superfund Branch Electronic Submittal Information

Follow this basic procedure to electronically submit documents to the Superfund Branch.

Open your web browser, go to the Superfund Branch website at http://waste.ky.gov/SFB, and follow the electronic submittal links, taking note of any posted updates along the way. The links will lead to the following screen:



To make the first submittal for a site, find Option A and select the "Continue with Blank eForm" button. (Option B is used for retrieving a previously saved or submitted eForm. If selecting Option B, an eForm Transaction ID is required.)

On the next page titled "SUPERFUND BRANCH ELECTRONIC SUBMITTAL," enter the requested information and upload the file(s). All fields with an asterisk (*) are required.

Upload one file per "Type of Document Submitted." For example, if part of the submittal is a Word file and part of the submittal is an Excel file, these must be combined into one document (preferably PDF file type) for uploading.

PDF is the preferred file type. Other acceptable file extensions are .doc, .docx, .xls, .xlsx, .jpeg and .tif.

Select the "Click to Submit to DEP" button. The system will provide an eForm Transaction ID that can be saved and used in Option B on the entry page to recall previously submitted Agency Interest specific information.

A confirmation of receipt will be generated and sent via email once the Superfund Branch has received the document and has entered it into the TEMPO database. The confirmation number and transaction ID will be included in the confirmation of receipt email.

If you do not receive a confirmation of receipt via email within 24 hours, encounter problems, have questions or have suggestions, please contact the Superfund Branch at 502-564-6716.